SOUTHEASTERN ARIZONA COMMUNITY ACTION PROGRAM, INC.
Cochise College Benson Center
1025 State Route 90 Benson, AZ 85602
September 29, 2025 10:00 A.M. – 2:00 P.M.
MEETING MINUTES
ANNUAL MEETING

I. CALL TO ORDER: (Gwen Calhoun - 5 Min.)

A. President

Meeting called to order at 09:58AM.

II. IDENTIFICATION OF BOARD MEMBERS: (Monica Valadez - 5 Min.)

A. Roll Call – Secretary

Attendance called by Ms. Monica Valadez.

PRIMARY MEMBERS PRESENT:
Shirley Ross, Cochise County, Low-Income, Primary
Gwen Calhoun, Cochise County, Private
Monica Aguilar, Greenlee County, Private Primary via Zoom
Ray Hidalgo, Santa Cruz, Private Primary
Jessica Dominguez, Graham County Private Primary
Juan Balderas, Santa Cruz County, Public Primary via Zoom

ALTERNATE MEMBERS PRESENT:
Norma Lucero, Santa Cruz County, Private Alternate

PRIMARY MEMBERS NOT PRESENT:
Clay Mack, Graham County Public Primary
Nancilee Hill Waits, Greenlee County Low-Income Primary

SEACAP STAFF PRESENT:
Yvette Ramirez, Executive Director
Diana Merino, Fiscal/ Contracts Manager
Monica Valadez, Administrative Assistant
Alexia Hurtado, Northern Cochise, Graham & Greenlee County Regional Coordinator
Gustavo Campillo, WAP Program Manager
Juan Martinez, WAP Supervisor
Claudia Uriarte, Case Manager
Nadia Martinez, Case Manger
Ivan Gonzalez, WAP Crew Member
Israel Renteria, WAP Crew Member

III. ESTABLISH QUORUM: (Monica Valadez - 5 Min.)

A. Secretary

Quorum is present.

IV. DECLARATION OF CONFLICT OF INTEREST: (Gwen Calhoun - 5 Min.)

Board Members and staff will declare a conflict of interest. The declaration of a conflict of interest must be made prior to discussion of any agenda item in which a Board Member or staff member determines they have a conflict of interest.
None at this time.

V. BOARD MEMBER UPDATES: (Gwen Calhoun – 10 Min.)

A. Cochise County Public Primary Candidate (Action)
Mr. Frank Antenori was appointed by Cochise County Board of Supervisors to be a part of the SEACAP Board.
Mrs. Shirley Ross Motions to Accept Mr. Frank Antenori as Cochise County Public Primary Board Member.
Mr. Ray Hidalgo Seconds the Motion.
All in Favor.

B. Graham County Low-Income Primary Candidate (Action)
Ms. Ernestine Merino was only Graham county local to be interested in SEACAP Board.
Mrs. Shirley Ross Motions to Accept Ms. Ernestine Merino as Graham County Low-Income Primary Board Member.
Mr. Ray Hidalgo Seconds the Motion.
All in Favor.

C. Santa Cruz County Low-Income Primary Candidate (Action)
Mrs. Cecilia Brown was only Santa Cruz county local to be interested in SEACAP Board.
Mrs. Shirley Ross Motions to Accept Mrs. Cecilia Brown as Santa Cruz County Low-Income Primary Board Member.
Mr. Ray Hidalgo Seconds the Motion.
All in Favor.

D. Cochise County Private Alternate Candidate (Action)
Mr. Demetry Simonton was invited to SEACAP Board. Application presented to Board.
Mrs. Shirley Ross Motions to Accept Mr. Demetry Simonton as Cochise County Private Alternate Board Member.
Mr. Ray Hidalgo Seconds the Motion.
All in Favor.

E. Cochise County Private Primary Member 2nd Term (Action)
Mrs. Gwen Calhoun Accepts to complete a second term for SEACAP Board.
Mrs. Shirley Ross Motions to Accept Mrs. Gwen Calhoun as Cochise County Private Primary Board Member.
Mr. Ray Hidalgo Seconds the Motion.
All in Favor.

VI. SEATING OF BOARD OF DIRECTORS SFY26 (Gwen Calhoun - 15 Min.)

Shirley Ross, Cochise County/Low-Income Primary
Gwen Calhoun, Cochise County/Private Primary
Demetry Simonton, Cochise County/Private Alternate
Frank Antenori, Cochise County/Public Primary
Ernestine Merino, Graham County/Low-Income Primary
Jessica Dominguez, Graham County/Private Primary
Clay Mack, Graham County/Public Primary
Nancilee Hill Waits, Greenlee County/Low-Income Primary
Monica Aguilar, Greenlee County/Private Primary
Cecilia Brown, Santa Cruz County/Low-Income
Ray Hidalgo, Santa Cruz County/Private Primary
Norma Lucero, Santa Cruz County/Private Alternate
Juan Balderas, Santa Cruz County/Public Alternate

VI. ELECTION OF OFFICERS SFY26 (Gwen Calhoun- 25 Min.)

A. President

Mrs. Gwen Calhoun will be President for state fiscal year 2026.

B. Vice-President

Mrs. Shirley Ross will be Vice-President for state fiscal year 2026.

C. Secretary/Treasurer

Mr. Juan Balderas will be Secretary/Treasurer for state fiscal year 2026.

D. ADHOC Members

ADHOC members will be Mrs. Monica Aguilar, Mrs. Cecilia Brown, Mrs. Jessica Dominguez and Mr. Ray Hidalgo for state fiscal year 2026.

VII. PROGRAM REPORTS SFY25 (Yvette Ramirez - 15 Min)

A. SFY25Annual Reports (Action)

Mrs. Yvette Ramirez briefly explains information in SFY25 Program Reports.
Mrs. Cecilia Brown Motions to Accept the Program Reports SFY25.
Mrs. Shirley Ross Seconds the Motion.
All in Favor.

VIII. FISCAL REPORTS SFY25 (Diana Merino – 15 Min)

A. SFY25 Annual Financial Reports (Action)

Mrs. Diana Merino explains SFY25 Fiscal Reports correlate with SFY25 Program Reports. She also states Mr. Israel Renteria, WAP Crew Member, is to receive a One AZ credit card to be used within his scope of work with a limit of $7,500.00. SEACAP needs board acknowledgement to proceed with credit card issuance.
Mr. Juan Balderas Motions to Accept Fiscal Reports SFY25 as presented and confirms acknowledgment/agreement of issuing Mr. Israel Renteria, WAP Crew Member, a One AZ Credit card with a limit of $7,500.00.
Mrs. Cecilia Brown Seconds the Motion.
All in Favor.

IX. ADJOURNMENT

Meeting Adjourned at 10:40AM.

~10 MINUTE BREAK~

REGULAR BOARD MEETING

Mr. Demetry Simonton did let the board know that he had another meeting to go to. Out of meeting space at 10:43AM.

I. CALL TO ORDER: (Board President- 5 Min.)

President

Mrs. Gwen Calhoun, Board President, calls meeting at 10:50AM.

II. IDENTIFICATION OF BOARD MEMBERS: (Monica Valadez - 5 Min.)

Roll Call – Secretary

Attendance called by Ms. Monica Valadez.

PRIMARY MEMBERS PRESENT:

Shirley Ross, Cochise County, Low-Income, Primary
Gwen Calhoun, Cochise County, Private
Jessica Dominguez, Graham County Private Primary
Monica Aguilar, Greenlee County, Private Primary *via Zoom*
Cecilia Brown, Santa Cruz County, Low-Income Primary
Ray Hidalgo, Santa Cruz, Private Primary
Juan Balderas, Santa Cruz County, Public Primary *via Zoom*

ALTERNATE MEMBERS PRESENT:

Norma Lucero, Santa Cruz County, Private Alternate

PRIMARY MEMBERS NOT PRESENT:

Frank Antenori, Cochise County Public Primary
Ernestine Merino, Graham County Low-Income Primary
Clay Mack, Graham County Public Primary
Nancilee Hill Waits, Greenlee County Low-Income Primary

ALTERNATE NOT MEMBERS PRESENT:

Demetry Simonton, Cochise County Private Alternate

SEACAP STAFF PRESENT:

Yvette Ramirez, Executive Director
Diana Merino, Fiscal/ Contracts Manager
Monica Valadez, Administrative Assistant
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Israel Renteria, WAP Crew Member

III. ESTABLISH QUORUM: (Monica Valadez - 5 Min.)
Secretary
Quorum is established.

IV. DECLARATION OF CONFLICT OF INTEREST: (Board President – 5 Min.)
Board Members and staff will declare a conflict of interest. The declaration of a conflict of interest must be made prior to discussion of any agenda item in which a Board Member or staff member determines they have a conflict of interest.
None verbalized at this time.

V. CALL TO THE PUBLIC: (Board President - 5 Min.)
None at this time.

VI. CONSENT AGENDA: (Board President - 5 Min.)
A. Consideration of Approval of Meeting Minutes (Action)
1. June 23, 2025 Board Meeting Minutes
Mr. Juan Balderas Motions to Accept Board Meeting Minutes as presented for June 23, 2025.
Mrs. Shirley Ross Seconds the Motion.
All in Favor.

VII. EXECUTIVE DIRECTOR'S REPORT: (Yvette Ramirez - 10 Min.)
Mrs. Yvette Ramirez goes into detail about community projects and meetings described in report. Mrs. Ramirez explains what projects were affected with budget changes.

VIII. PROGRAM REPORT: (Yvette Ramirez – 30 Min.)
A. Current Events SFY26 Program Changes (LIHEAP & WAP)
Mrs. Ramirez talks about the possible cut of LIHEAP (Low-Income Home Energy Assistance Program) funding. She goes on about the case managers adjudicating and assisting DES with completing/processing LIHEAP applications recently.
Cuts in LIHEAP funding will affect the WAP (Weatherization Assistance Program). Some of the funding for WAP takes 2 months to get reimbursed, putting pressure on SEACAP financially. SEACAP is still waiting to hear from federal and state governments and their next steps.
SEACAP is currently waiting for DES contract for SFY2026. They did receive DOE (Department of Energy) funding from ADOH (Arizona Department of Housing).

B. Community Projects
SEACAP will attempt to do the Diaper Program with Wildfire this fiscal year. Mrs. Ramirez explains that SEACAP will let the board knows after it starts back up. She also talks about a possible $5,000 Unisource Energy Services grant coming up to help in conjunction with WAP.

C. Website
SEACAP staff keeps the website up-to-date as much as possible for our clients' information.

IX. FINANCIAL REPORT: (Diana Merino – 10 Min.)

A. SFY26 Pending Interim Budget Discussion

Mrs. Diana Merino reiterates due to budget cuts and government shutdown, SEACAP's existence is ever-changing. SEACAP staff is waiting to hear word from state and federal governments about funding continuation.

X. BOARD OF DIRECTORS REPORT: (Board President – 30 Min.)

A. Board Self-Assessments (Action)

1. Updating/ Changing Board Self-Assessment

SEACAP Board of Directors ask for this line item to be TABLED until the Annual SEACAP Retreat in November 2025 and to receive a copy of all the sample board assessments prior to retreat.

Mrs. Shirley Ross Motions to Table Board Self-Assessments for next meeting.

Mrs. Cecilia Brown Seconds the Motion.

All in Favor.

B. Strategic Plan Update

This will be discussed in November 2025 meeting.

C. New Board Member Recruiting

Mrs. Monica Aguilar states she will contact the Board of Supervisors. Ms. Valadez will send copies of past attempts for contact to Greenlee county.

XI. NEW BUSINESS:

None at this time.

XII. FUTURE AGENDA ITEMS:

Mrs. Calhoun would like to go over Board Development and how the board can serve SEACAP better. She wants to have the board see what their true roles are for SEACAP.

Executive Director Evaluations will be sent out.

SEACAP SFY 26 Budget

CAPLAW Conference in 2026 for new board members.

Board to give new/upcoming community activities in service areas.

XIII. MEETING DATE:

Wednesday November 5, 2025 & Thursday November 6, 2025 *at Cochise College Benson Center 1025 State Route 90 Benson, AZ 85602*

Board states tentative dates of November 12 & November 13, 2025 would work better.

SEACAP will keep board notified of changes and updated venue.

XIV. ADJOURNMENT

Meeting adjourned at 12:10PM.

An Executive Session may be called to address legal and/or personnel issues

If you will not be able to attend the meeting in-person, you may Participate via Zoom by calling the number or going to the website listed below:

☎ **To call in, please dial: 1(719) 359-4580** and follow phone prompts.

Meeting ID: 673 357 1083 **Passcode: 6083216417**

To join via Zoom, please click on the following link:

https://us06web.zoom.us/j/6733571083?pwd=IYkawX1tEAHFrd5XB733qHPAiPOmPC.1&omn=89237086394

Meeting ID: 673 357 1083 **Passcode: Seacap2026**